

Dream It, Be It Region Chair Position Description

A. Area of Responsibility

The *Dream It, Be It* Region Chair will be responsible for the following objectives and strategies aligned to the Impact pillar of SIA's and the region's strategic plan:

- Increase the impact of *Dream It, Be It: Career Support for Girls* by providing support and resources for club participation and demonstrating impact
- Increase engagement in *Dream It, Be It* by promoting club participation and engagement

B. Objectives

- Ensure clubs serve more girls through *Dream It, Be It*
- Ensure clubs have support and resources to support *Dream It, Be It* participation

C. Specific Duties

Specific duties are based on the strategies outlined in the federation and region strategic plans. In general, *Dream It, Be It* Chairs are expected to:

- Collaborate with the Program Chair to implement SIA's strategic plan and Big Goal as they relate to *Dream It, Be It*.
- Understand and promote SIA's strategies to increase engagement in and increase impact of *Dream It, Be It*.
- Work with region leadership to create program tactics and targets for the region strategic plan.
- Promote participation and impact of *Dream It, Be It* through district/region meeting presentations, region website, newsletter and social media communications, and direct communication with clubs.
- Create opportunities at district/region meetings and within region online/print publications to highlight clubs' experiences implementing *Dream It, Be It*.
- Encourage clubs to work together in support of *Dream It, Be It* and then connect clubs that have an interest in collaborating, sharing funds, or volunteer hours.
- Contact new clubs in your region to educate them about *Dream It, Be It* and to encourage and support their participation in the program.
- Serve as region contact person for participating clubs.

- Thoroughly read all the resources available for *Dream It, Be It* and promote resources to club to support club participation.
- Promote the program target population of girls in secondary school who face obstacles such as poverty, violence, and teen pregnancy.
- Ensure all participating clubs submit their project evaluation data to SIA's online form (no later than **June 30**) so all program impact information is reported.
- Maintain regular e-mail access in order to read and respond to all emails from the program department in a timely manner.
- Consult with the program department at SIA headquarters as needed.
- Participate in region chair conference calls as scheduled by the program department.
- Stay up to date on SIA's global communications. Follow SIA headquarters via email (and social media, if applicable) to stay informed of the expectations, opportunities, procedures, and resources being communicated to members and clubs as it relates to *Dream It, Be It*.

D. Eligibility Requirements and Qualifications

Eligibility:

- Member in good standing in her club.
- Not hold the following offices during her two years as a *Dream It, Be It Chair*: region governor, federation board member, fundraising council member, or SI appointment.
- Read and write English or be willing to arrange translation/interpretation services at own or region's expense.
- Have an active email account subscribed to SIA's email lists that is checked regularly; communicate this email address to our headquarters.
- Ability to participate in webinars/access to Zoom.
- Must have experience participating in *Dream It, Be It*.
- Must be enthusiastic about *Dream It, Be It*.
- Should be sensitive to the cultural differences among participants in the region.
- Should be comfortable using Microsoft Word, Excel, and PowerPoint.

Qualifications:

- Dedication to the Soroptimist mission.
- Understanding of SIA and SIA's strategic plan.
- Willingness to serve as a spokesperson for Soroptimist.
- Ability to write clearly and effectively.
- Have a thorough knowledge of SIA Dream Programs and their goals.
- Be well known and respected in the area of the program in their region.

E. Reports to

SIA Chief of Impact and Engagement and the region governor, according to region bylaws and procedures. Staff liaison is the Director of Program.

F. Communication

Dream It, Be It region chairs are responsible for ensuring that clubs in their region complete the online *Dream It, Be It* reporting form accurately and by the annual deadline of June 1st.

In order to effectively achieve the goals and outcomes of the position, the *Dream It, Be It* Chair must communicate with a number of different groups in the region and federation:

- SIA's program director (through emails throughout the year and conference calls).
- The region governor and other region leadership as outlined by the region governor (varies by region).
- The Program Region Chair (through in-person or online meetings, emails, and phone calls throughout the year).
- The other region *Dream It, Be It* Chairs (through emails throughout the year and conference calls).
- Club presidents and members (through in-person meetings, emails, and phone calls throughout the year).

G. Term of Assignment

Term of assignment is two years and is renewable.

H. Finances

SIA does not provide any financial compensation for the position of the *Dream It, Be It* region chair.

I. Application Process

The application process is per region procedure. Once appointed, SIA headquarters will supply chairs with a detailed set of region instructions.